



FIRST TIME APPLICATION CHECKLIST

- ☐ Application (Completed)
 - ☐ All questions answered
 - ☐ Application signed
 - ☐ Application dated
 - ☐ Qualifying documents attached
- ☐ Fee of \$40.00 (check or money order) Enclosed
- ☐ 2 Passport Photographs Enclosed (2 X 2 in size)
- ☐ Signed Guidelines for using Computer-Aided Technology (CAT, computers, laptops)
- ☐ Signed Guidelines for using Paperless Writer (ONLY if using a paperless writer)

- ☐ **CALIFORNIA APPLICANTS**
 - ☐ SECOND COPY request for Live Scan Service Applicant Submission form.
 - ☐ Survey for First-Time Applicants (OPTIONAL)

- ☐ **OUT OF STATE APPLICANTS**
 - ☐ 2 Completed Fingerprint Cards (FD-258)
 - ☐ ***Please call Board office at (877) 327-5272, or email Kim_Kale@dca.ca.gov, to request Fingerprint Cards***
 - ☐ Request for Exemption From Mandatory Electronic Fingerprint Submission (Live Scan) Requirement Form (BCII 9004)
 - ☐ ***Please call Board office at (877) 327-5272, or email Kim_Kale@dca.ca.gov, to request Exemption Form***
 - ☐ Additional \$51.00 Fingerprint Card Processing Fee
 - ☐ Mailing Envelope – (at least 8 X 10 in size to return application and supporting documents because fingerprint cards CANNOT be folded or bent)

- ☐ Send Application Certified Mail (OPTIONAL)

SPECIAL NOTE: If you qualify to sit for the dictation exam, you will receive a Final Notice stating your test time(s) approximately two (2) weeks before the dictation exam. If for any reason your application is incomplete/not accepted, you will be notified with a Rejection of Application Letter.

If you do not have access to the internet, and/or a printer, you may call the Board office at (877) 327-5272, or email Kim_Kale@dca.ca.gov, to request a first time application packet.